



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

☆
MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V43-16**

OPENING DATE: 19 December 2016 **CLOSING DATE:** 6 January 2017
(Applications must be received or postmarked by the closing date.)

POSITION: Staff Assistant 2, P14 - (Part-Time – 80%) - Unclassified
(\$30,214.20) – Starting Salary

NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS

DUTY STATION: NJ Department of Military and Veterans Affairs
Distance Learning, Joint Force Headquarters, Ft. Dix

MILITARY ASSIGNMENT: Required

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Distance Learning Program Manager, through the Deputy Adjutant General, to the Director, Human Resources Division, for approval.

DESCRIPTION OF POSITION: Under the Assistant Distance Learning Program Manager, independently executes the functional and technical operations and maintenance, coordination and implementation of day-to-day operations of the Distance Learning Program and/or Mobile Distance Learning Classroom. Facilitates various aspects of Distance Learning related instruction and delivery through use of the technical Distance Learning infrastructure, schedules and reports usage, monitors and reports performance and provides assessments and recommendations for improvement to the State Distance Learning Program Administrator. Works assignments require independent judgement, decision-making and communications skills; and a strong functional and technical knowledge of Distance Learning technologies and their operations and maintenance.

BASIC QUALIFICATIONS REQUIRED:

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for

any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-6l.

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

NOTE: Must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

EXPERIENCE:

One (1) year military experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: Must possess a Final Secret Clearance.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience Completed form must be forwarded by the closing date either electronically to CareersCentral@dmava.nj.gov or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/publications/forms/ApplicationForEmployment.pdf>, the Human Resources Division or call (609) 530-7038.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Personnel. Telephone number for the hearing impaired is 609-530-6966.

DISTRIBUTION: A, A1, A2, D, E, S
Cemetery, Veterans Haven North, Veterans Haven South
VSO's, Youth Challenge Academy, Ft. Dix